

Lexington-Fayette  
Urban County  
Government

Department of  
Environmental  
Policy & Public  
Works  
Nancy Albright,  
Commissioner

# Permit Guide For Tents & Temporary Structures

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COMMERCIAL SERIES

VOLUME 3 VERSION 1

## Division of Building Inspection

Physical  
Location:

101 East Vine St.

2<sup>nd</sup> Floor

Mailing Address:

200 East Main St

Lexington, KY  
40507

Phone:  
859-258-3770

Fax:  
859-258-3780

Website:  
<https://www.lexingtonky.gov/browse/licensing-permits-and-development/building-permits>

Permits are required for all tents and temporary structures which are more than 120 sq ft and are regulated by the Kentucky Building Code. Prior to obtaining your tent permit you will need a Zoning Compliance Permit which is issued by the Division of Planning. Tents which are greater than 400 sq ft in area may need a Kentucky Temporary Structures (KTS) model approval letter. Temporary structures that are not required to obtain a KTS model approval letter are: tents used for recreational camping; individual fabric canopies which are open on all sides having a maximum size of 700 sq ft or multiple canopies placed side by side not exceeding 700 sq ft; and temporary structures utilized for a private event\* as defined by the Kentucky Building Code. In general tents and temporary structures should be located 20 ft from lot lines, buildings, other tents, vehicles, etc. Tents and temporary structures do not have to be separated from buildings where the following conditions are met: tent or canopy is less than 10,000 sq ft; floor area of the building along with the tent can meet the allowable floor area calculations; required means of egress have been met including travel distance; and fire apparatus roads are provided where required by chapter 5 of the Kentucky Building Code. Tents and temporary structures are not to be erected for more than 180 days in 12 month period on a single premises. After you have received your tent/temporary structure permit, you may proceed with the installation of the structure. Once the structure has been erected contact the Division of Building Inspection (859-258-3770) and the Fire Prevention Bureau (859-231-5668) for a final inspection. A Certificate of Occupancy is required prior to utilizing the structure. Please review the checklist of items which are to be in place, prior to the inspection.

### **Applications for a Commercial Tent/Temporary Structure Must include the following:**

- 1. A completed application, along with downloadable plans submitted via our website: [www.lexingtonky.gov/permits](http://www.lexingtonky.gov/permits)**
- 2. A site plan showing the location of the structure; size of structure; distances to property lines, buildings, propane or fuel dispensers, portable generators, etc.**
- 3. Owner's permission. (letter)**
- 4. Zoning Compliance Permit issued by the Division of Planning.**
- 5. Fireworks tents will also require state license for the location; proof of liability insurance; and proof that an occupational license has been applied for.**

\*Private Event – Any event that involves the use of temporary structures which are not open to the public, regardless of whether on public or private property, and do not charge an admission fee if occupied by less than 1000 occupants.